

## ADMISSION, DISCHARGE, AND TRANSFER (ADT)

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This Care Coordination Tool training guide will focus on the Admission, Discharge, and Transfer (ADT) tab.

After this self-guided training, you should be able to perform the following functions:

1.1 Engage a Member in Care Transition

1.2 View Required Activities

- View Required Activities by Event Type
- Schedule Required Activities

1.3 Sort Members by Risk

1.4 Export ADT Information to Excel

1.5 Grouping Multiple ADT Records

1.6 Synchronizing ADT Status with the same Admit Date and Time

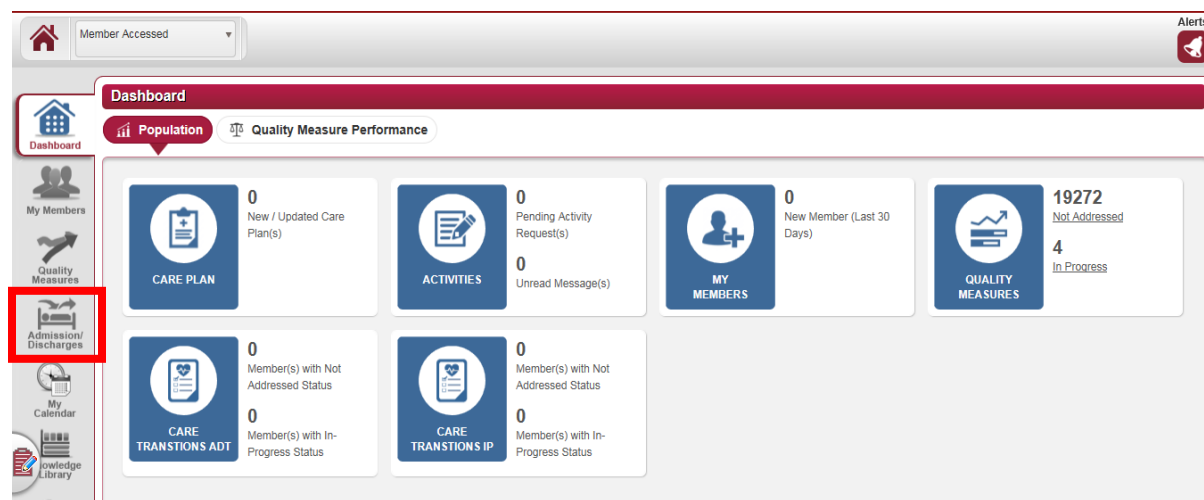
1.7 Exercise: Schedule an activity for a member who has been discharged from a hospital

### Appendix

1.8 Event Types

## 1.1 Engage a Member in Care Transition

When a provider logs into the Care Coordination Tool, the Dashboard appears as shown below:



1. Click the **Admission/Discharge** tab. The Admission/Discharge tab displays the members who have had ER admissions and discharges. The State is working with hospitals throughout Tennessee to encourage them to supply their ADT data to the Care Coordination Tool. Many hospitals have begun sending their ADT feeds, but please note that not every hospital's information will appear in the tool at this time.

Admission/Discharges

ADT

Admission/Discharge:

Load Date

From Date: 07/04/2017

To Date: 10/02/2017

Event Type: Select

Class: Select

In progress


Receive Care Transition Notifications: ☒

		Last Name ▲	First Name	DOB	Altruista ID	Health Plan	Risk Score	Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status
*		ABEL	RONALD	01/28/1989	68400646974	United	N/A	09/29/2017	04/02/2017 00:00:00	1093705428	A03 : Discharge/End Visit	04/02/2017	N/A	N/A	N/A	
+		ABEL	JASON	01/07/1968	10631778746	United	N/A	09/29/2017	06/23/2017 00:00:00	Jackson-Madison County General Hospital	A06 : Change An Outpatient To An Inpatient	N/A	N/A	N/A	N/A	
*		ABEL	WILLIAM	03/02/2020	07351180156	AG	N/A	09/29/2017	04/10/2017 00:00:00	1518957950	A03 : Discharge/End Visit	04/10/2017	N/A	N/A	N/A	
+		ANDERSON	DAVID	11/28/1981	32603752477	United	N/A	09/29/2017	04/23/2017 00:00:00	1518957950	A08 : Update Patient Information	N/A	N/A	N/A	N/A	
+		ANDERSON	MARK	09/11/2006	31855450341	United	N/A	09/29/2017	08/25/2017 00:00:00	Methodist North Hospital	A02 : Transfer a Patient	N/A	N/A	N/A	N/A	
+		ANDERSON	FIONA	09/09/2017	23494143709	BCBS	2	09/29/2017	08/09/2017 00:00:00	Camden General Hospital	A03 : Discharge/End Visit	08/09/2017	N/A	N/A	N/A	
+		ANDERSON	DONNA	01/26/2002	02022229090	United	4	09/29/2017	N/A	Northcrest Medical Center	A05 : Pre-Admit a Patient	N/A	N/A	N/A	N/A	
+		ANDERSON	EDWARD	01/22/1970	14636584602	United	0	09/29/2017	07/01/2017 00:00:00	Cookeville Regional Medical Center	A08 : Update Patient Information	07/05/2017	N/A	N/A	N/A	
+		ANDREWS	PAUL	07/16/1962	27879483930	BCBS	N/A	09/29/2017	09/06/2017 00:00:00	Jackson-Madison County General Hospital	A03 : Discharge/End Visit	09/06/2017	N/A	N/A	N/A	


1 - 25 of 288 items

Once a member has been admitted to the hospital, their provider should contact them and follow up. In the Care Coordination Tool, this follow up is known as a “Care Transition Program.”

- a. The **Status** of members being engaged into Care Transition Programs appear as follows:

 : Member is not engaged in a Care Transition Program

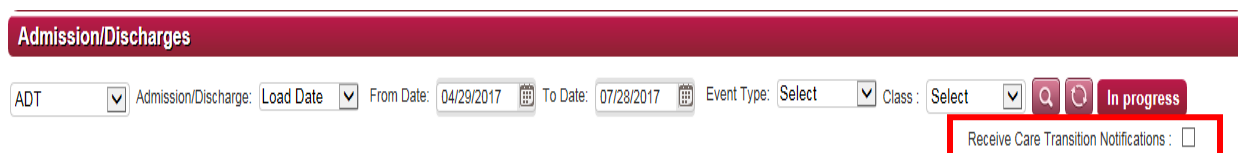
 : Member is engaged in Care Transition Program

 : Member has completed the Care Transition Program



Select the **Receive Care Transition Notifications** check box seen at the top right corner of the page to enable receiving alerts and notifications to the registered email address of the provider. Once this option is selected, a

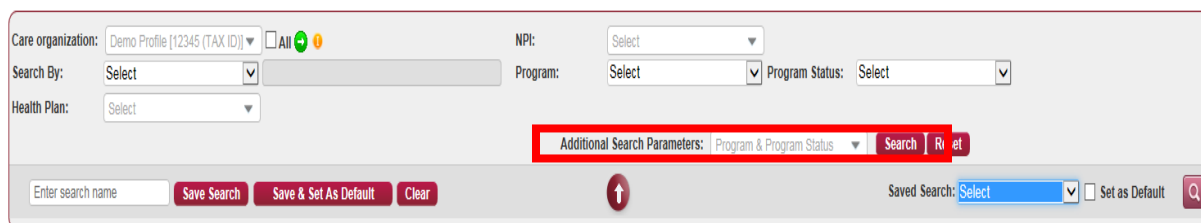
user will only receive email notifications when an assigned member has ADT data loaded into the Care Coordination Tool.



Admission/Discharges

ADT  Admission/Discharge: Load Date  From Date: 04/29/2017  To Date: 07/28/2017  Event Type: Select  Class: Select     ☐ Receive Care Transition Notifications

- b. Select a **Care Organization** (or multi-select care organizations using the checkboxes), **Program**, OR **Program Status** from the drop-down lists. **Note:** **Program** and **Program Status** must be selected from the **Additional Search Parameters** options to be utilized. Alternatively, a user can select the search name from the **Saved Search** drop-down if the user would like to look for members with specific search parameters which were saved at an earlier time.



Care organization: Demo Profile [12345 (TAX ID)]  ☐ All   NPI: Select

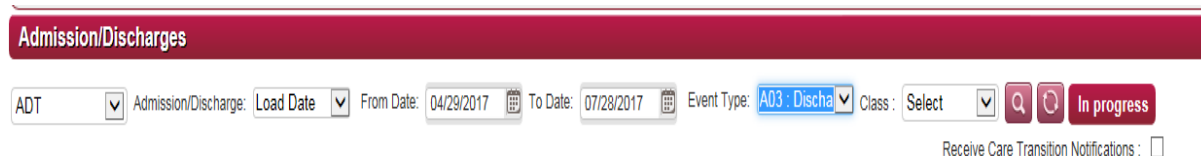
Search By: Select  Program: Select  Program Status: Select

Health Plan: Select

Additional Search Parameters: Program & Program Status

Enter search name     Saved Search: Select  ☐ Set as Default

A user can also search for members by selecting the Admission/Discharge drop down, and entering a From Date, To Date, and Event Type.



Admission/Discharges

ADT  Admission/Discharge: Load Date  From Date: 04/29/2017  To Date: 07/28/2017  Event Type: A03 : Discharge  Class: Select     ☐ Receive Care Transition Notifications

**Note:** The Event Type of A08 Update Patient Information does not require any action from providers and should therefore not be utilized. To search for a specific member, search with Member Name or Member ID, click Search, and search results will populate.

2. To engage a member into a Care Transition Program, click the red triangle under the Status column.

Admission/Discharges

ADT Admission/Discharge: Load Date From Date: 04/29/2017 To Date: 07/28/2017 Event Type: Select Class: Select In progress

	Last Name	First Name	DOB	Altruista ID	Health Plan	Risk Score	Load Date	Admit Date	Facility Name	Event Type	Discharge Date					Status
+	TESTSE...	EMILIO	12/08/1991	ALT310382	Altruista...	N/A	06/06/2017	05/07/2017 00:00:00	N/A	A01 : Admit / Visit Notification	N/A					
+	DUCK	LADY	01/07/2001	ALT310391	Altruista...	N/A	06/06/2017	05/07/2017 00:00:00	N/A	A03 : Discharge/End Visit	05/08/2017					
+	TESTTH...	MCKENNA	02/18/1954	ALT310378	Altruista...	N/A	05/19/2017	09/28/2016 00:00:00	Decatur County	A03 : Discharge/End Visit	09/28/2016					
+	TESTTWO	BRANDEN	05/23/1992	ALT310377	Altruista...	N/A	05/18/2017	05/17/2017 00:00:00	Northcrest Medical Center	A03 : Discharge/End Visit	05/17/2017					
+	TESTTEN	ANSON	04/25/1974	ALT310385	Altruista...	N/A	05/15/2017	04/25/2017 00:00:00	Decatur County	A08 : Update Patient Information	N/A					
+	nine	test 1	09/27/2016	ALT8129	Altruista...	0	05/01/2017	04/25/2017 00:00:00	TESTADT	A03 : Discharge/End Visit	04/25/2017	N/A	N/A	N/A	N/A	
+	PH_001	TN_01	12/26/1988	ALT8143	Altruista...	0	05/01/2017	04/28/2017 00:00:00	TESTADT	A03 : Discharge/End Visit	04/29/2017	N/A	N/A	N/A	N/A	
+	PH_003	TN_03	12/26/1989	ALT8145	Altruista...	1	05/01/2017	04/28/2017 00:00:00	TESTADT	A03 : Discharge/End Visit	04/29/2017	N/A	N/A	N/A	N/A	
+	PH_005	TN_05	12/26/1991	ALT8146	Altruista...	0	05/01/2017	04/27/2017 07:32:53	TESTADT	A03 : Discharge/End Visit	04/27/2017	N/A	N/A	N/A	N/A	

Receive Care Transition Notifications: ☐


ALT310391: Not Addressed

Engage Patient in Care Transition

Care Transition Closed/Other Notes:

OK

- a. Select the option Engage Patient in Care Transition, enter notes if required, and click OK, or select Care Transition Closed/Other.

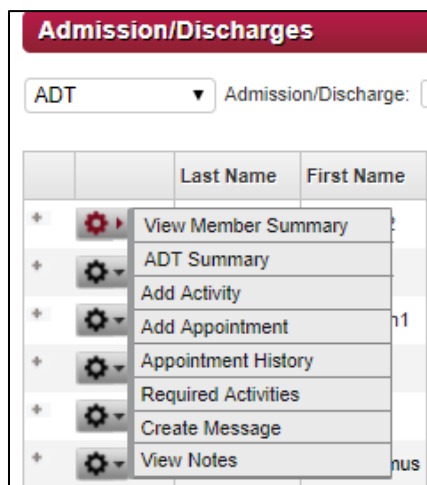

**ALT310391:**  
**Not Addressed**


☒ Engage Patient in Care Transition  
☐ Care Transition Closed/Other  
Notes:  

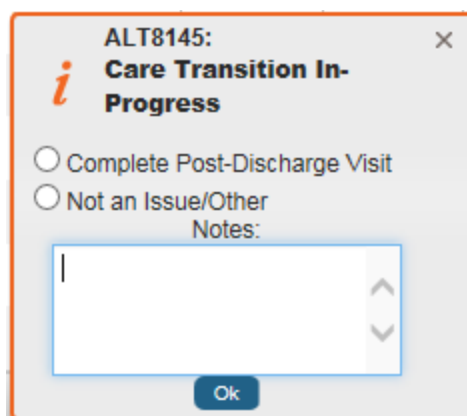
Ok





- i. If Engage Patient in Care Transition is selected, the status of the ADT record changes from Not Addressed to Care Transition In-Progress.
- ii. If Care Transition Closed/Other is selected, the status of the ADT record changes from Not Addressed to Completed.

**Note:** If you want to add an activity/appointment for the member, click on the cogwheel icon next to the last name column and select Add Activity/Add Appointment, **respectively**.



3. To complete a post-discharge visit, click an In Progress  status under the Status column, select the option Complete Post Discharge Visit, and click OK.



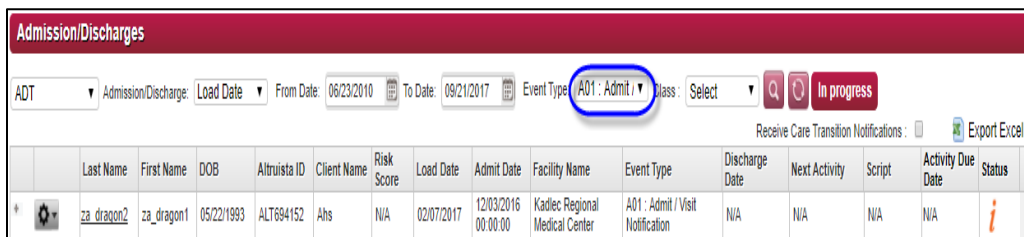
- a. The ADT status will change from care transition In Progress  to Complete .
- b. If **Not an Issue/Other** is selected, the status changes from care transition In Progress  to Not Applicable .

## 1.2 View Required Activities

When a Member is engaged in a Care Transition Program, the program-specific required activities are displayed.

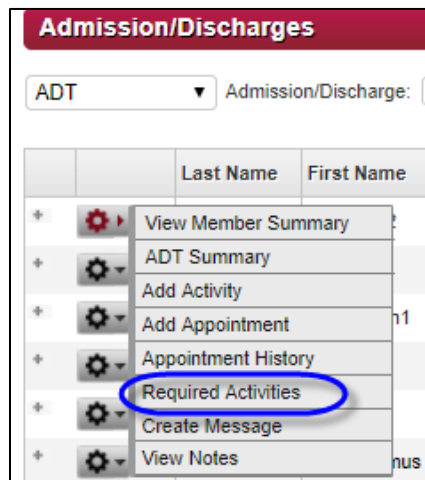
- **View Required Activities for Event Type A01**

1. Select the A01 from the Event Type drop-down list and click Search. Search results are displayed.




Last Name	First Name	DOB	Altruista ID	Client Name	Risk Score	Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status
za_dragon2	za_dragon1	05/22/1993	ALT604152	Ahs	N/A	02/07/2017	12/03/2016 00:00:00	Kadlec Regional Medical Center	A01: Admit / Visit Notification	N/A	N/A	N/A	N/A	




2. To view the Required Activities for a member, select Required Activities from the context menu by clicking on the cogwheel icon with the drop-down arrow next to the Last Name column.



Last Name	First Name
za_dragon2	za_dragon1


- View Member Summary
- ADT Summary
- Add Activity
- Add Appointment
- Appointment History
- Required Activities**
- Create Message
- View Notes

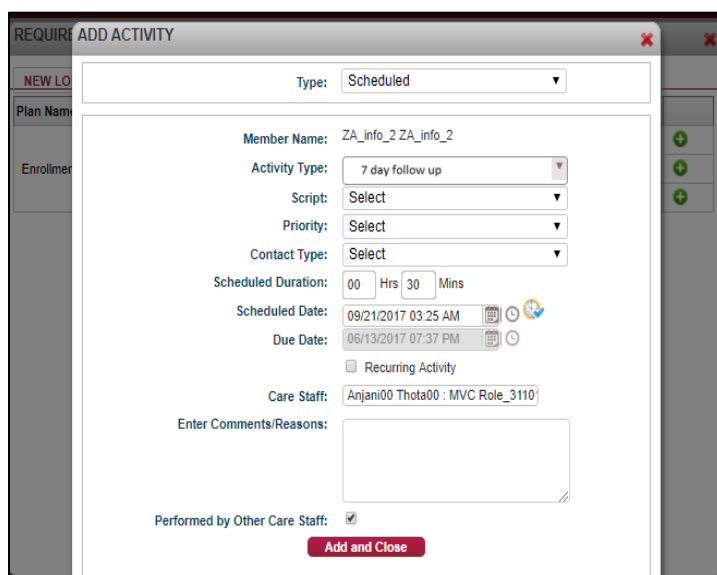
- a. The Required Activities window will display Activities and Due Dates in the Program Enrollment tab. The icon  on the right column will enable a user to perform the activity in the same row.

REQUIRED ACTIVITIES					
NEW LOB		Program Enrollment			
Plan Name	Program Name	Activity Type	Script Name	Due Date	
Enrollment	N/A	7 day follow up	11	06/13/2017	
		30 Day follow up	abcd script name	08/01/2017	
		Altruactivity	CAREPLANTEST	06/01/2018	

Note: Required Activities are pre-configured. Therefore when a member is engaged in a Care Transition program, the status changes from Not Addressed to Care Transition In Progress and the pre-configured Required Activities are displayed in the Required Activities section.

## • Schedule Required Activities



1. Click the  icon to schedule the activity.
2. The Add Activity window displays. Select the Scheduled Date, and click Add and Close.






The screenshot shows the 'REQUIRED ADD ACTIVITY' window. It contains the following fields and options:

- Type:** Scheduled (dropdown)
- Member Name:** ZA\_info\_2 ZA\_info\_2
- Activity Type:** 7 day follow up (dropdown)
- Script:** Select (dropdown)
- Priority:** Select (dropdown)
- Contact Type:** Select (dropdown)
- Scheduled Duration:** 00 Hrs 30 Mins
- Scheduled Date:** 09/21/2017 03:25 AM (calendar icon)
- Due Date:** 06/13/2017 07:37 PM (calendar icon)
- ☐ Recurring Activity
- Care Staff:** Anjani00 Thota00 : MVC Role\_3110
- Enter Comments/Reasons:** (text area)
- ☒ Performed by Other Care Staff
- Add and Close** (button)



3. Upon scheduling the Activity, the  icon changes to  as shown:

REQUIRED ACTIVITIES					
NEW LOB		Program Enrollment			
Plan Name	Program Name	Activity Type	Script Name	Due Date	
Enrollment	N/A	7 day follow up	11	06/13/2017	
		30 Day follow up	abcd script name	08/01/2017	
		Altruactivity	CAREPLANTEST	06/01/2018	

4. The scheduled activity **populates** in the **My Schedule** window:

MY SCHEDULE		Show full day
Today		Thursday, September 21, 2017
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		

**Member Activity Details**

Member Name : ZA\_info\_2 ZA\_info\_2

Age : 8 Years 8 Months

Gender : Unknown

Activity Type : 7 Day Followup

Contact Type : ABC123

Comments : N/A

DueDate : N/A

ZA\_info\_2 ZA\_info\_2 11.1

- a. The Required Activity that must be performed next according to the Due Date is also displayed in the ADT tab under the Next Activity column. Examples of required activities include: Initial Contact (1 day post enrollment), 7 Day Follow Up (7 days post enrollment), and 30 Day Follow Up (30 days post enrollment).

Admission/Discharges

ADT

Admission/Discharge: Load Date

From Date: 04/29/2017

To Date: 07/28/2017

Event Type: A01 : Admit /

Class: Select

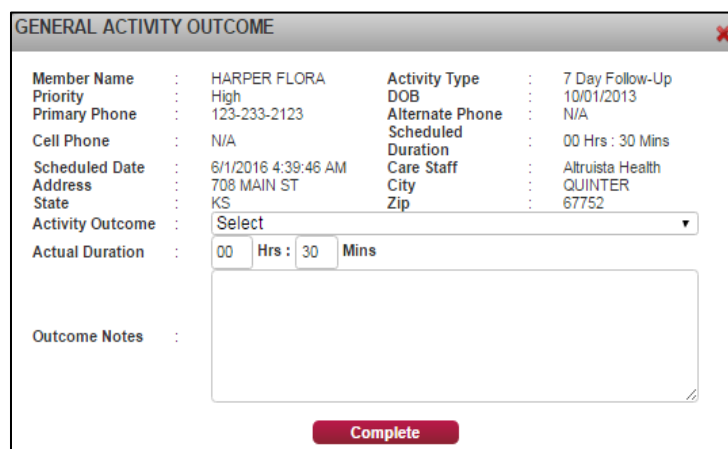
In progress

Receive Care Transition Notifications: ☐

	Last Name	First Name	DOB	Altruista ID	Health Plan	Risk Score	Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status
*	TESTSE...	EMILIO	12/08/1991	ALT310382	Altruista_...	N/A	06/06/2017	05/07/2017 00:00:00	N/A	A01 : Admit / Visit Notification	N/A	7 day follow up (7 days post enrollment);Ger	N/A	06/02/2017	

- b. You can click on the activity hyperlink displayed under Next Activity column so that the activity has been performed.

- i. Clicking on the hyperlink displays the General Activity Outcome window (if the activity is a general activity).



**GENERAL ACTIVITY OUTCOME**

Member Name	: HARPER FLORA	Activity Type	: 7 Day Follow-Up
Priority	: High	DOB	: 10/01/2013
Primary Phone	: 123-233-2123	Alternate Phone	: N/A
Cell Phone	: N/A	Scheduled Duration	: 00 Hrs : 30 Mins
Scheduled Date	: 6/1/2016 4:39:46 AM	Care Staff	: Altruista Health
Address	: 708 MAIN ST	City	: QUINTER
State	: KS	Zip	: 67752
Activity Outcome	: <span>Select</span>		
Actual Duration	: <span>00</span> Hrs : <span>30</span> Mins		
Outcome Notes	: <div></div>		

**Complete**

- ii. Select the Activity Outcome, enter outcome notes, and click Complete to complete the activity.
- iii. The Next Activity column in the ADT tab is refreshed and the next configured required activity will be displayed in the column.

### 1.3 Sort Members by Risk Score in ADT Tab

1. Click on the Risk Score column to view members by ascending or descending order.

Admission/Discharges

ADT

Admission/Discharge: Load Date

From Date: 04/29/2017

To Date: 07/28/2017

Event Type: Select

		Last Name	First Name	DOB	Altruista ID	Health Plan	Risk Score	Load Date	Admit Date	Facility Name	Event Type	Dis Date
+		TESTTWO	BRANDEN	05/23/1992	ALT310377	Altruista_...	N/A	05/18/2017	05/17/2017 00:00:00	Northcrest Medical Center	A03 : Discharge/End Visit	05/18/2017
+		TESTTH...	MCKENNA	02/18/1954	ALT310378	Altruista_...	N/A	05/19/2017	09/28/2016 00:00:00	Decatur County	A03 : Discharge/End Visit	09/28/2016
+		TESTSE...	EMILIO	12/08/1991	ALT310382	Altruista_...	N/A	06/06/2017	05/07/2017 00:00:00	N/A	A01 : Admit / Visit Notification	N/A
+		TESTTEN	ANSON	04/25/1974	ALT310385	Altruista_...	N/A	05/15/2017	04/25/2017 00:00:00	Decatur County	A08 : Update Patient Information	N/A
+		DUCK	LADY	01/07/2001	ALT310391	Altruista_...	N/A	06/06/2017	05/07/2017 00:00:00	N/A	A03 : Discharge/End Visit	05/07/2017
+		PH_005	TN_05	12/26/1991	ALT8146	Altruista_...	0	05/01/2017	04/27/2017 07:32:53	TESTADT	A03 : Discharge/End Visit	04/27/2017
+		PH_001	TN_01	12/26/1988	ALT8143	Altruista_...	0	05/01/2017	04/28/2017 00:00:00	TESTADT	A03 : Discharge/End Visit	04/28/2017
+		nine	test 1	09/27/2016	ALT8129	Altruista_...	0	05/01/2017	04/25/2017 00:00:00	TESTADT	A03 : Discharge/End Visit	04/25/2017
+		PH_007	TN_07	12/26/1993	ALT8148	Altruista_...	1	05/01/2017	04/25/2017 00:00:00	TESTADT	A03 : Discharge/End Visit	04/25/2017

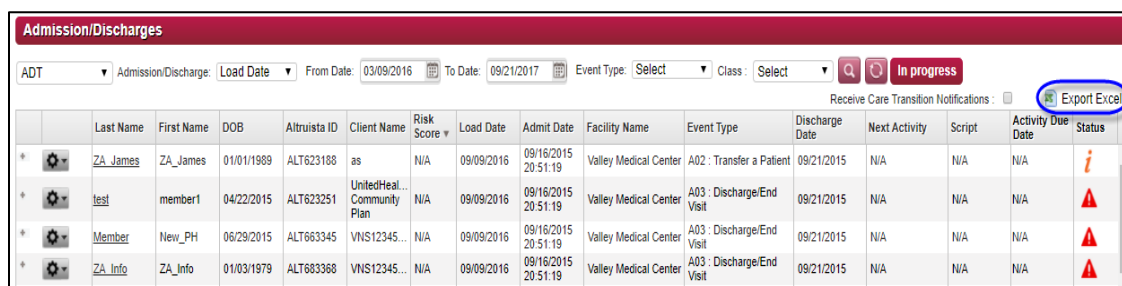
25 items per page

**Note:** The risk score numbers that appear in this column correlate to the risk categories of critical, high, medium-high, moderate, and low according to the following table:

Risk Category	ADT Risk Score Range
Low	0-0.5
Moderate	0.6-1
Medium High	1.1-1.8
High	1.9-3.2
Critical	3.3+

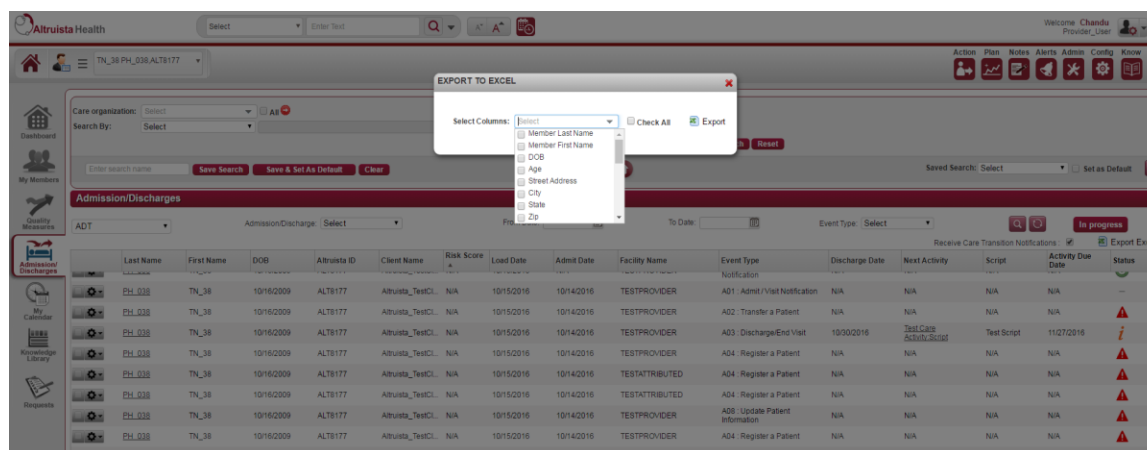
## 1.4 Export ADT Information to Excel

- ADT data can be exported to Excel by clicking the Export Excel icon on the top right side of the ADT tab.




The screenshot shows the 'Admission/Discharges' interface. At the top, there's a header bar with 'ADT' and various filters like 'Admission/Discharge', 'Load Date', 'From Date', 'To Date', 'Event Type', and 'Class'. A search bar and an 'In progress' button are also visible. On the right side, there's a button labeled 'Export Excel' which is circled in blue. Below the header, there's a table with columns: Last Name, First Name, DOB, Altruista ID, Client Name, Risk Score, Load Date, Admit Date, Facility Name, Event Type, Discharge Date, Next Activity, Script, Activity Due Date, and Status. The table contains four rows of data, each with a gear icon in the first column and a status icon in the last column.

- Specific columns can be selected using the drop-down list, or the Check All box can be used to export all data into Excel.



## 1.5 Grouping Multiple ADT Records

Multiple ADT records for all members are grouped. Click the  icon next to a member's last name to view the list of ADT records and their statuses with respect to each member as shown:

Admission/Discharges

ADT

Admission/Discharge: Load Date

From Date: 12/14/2016

To Date: 03/14/2017

Event Type: Select

Receive Care Transition Notifications: ☐

Export Excel

In progress

	Last Name	First Name	DOB	Altruista ID	Client Name	Risk Score	Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status																																																											
+		Test member	PPAM	03/02/1989	ALT694477	UHG	N/A	02/03/2017	02/03/2017	Kadlec Regional Medical Center	A01: Admit / Visit Notification	N/A	test Act 3:General	N/A	03/13/2017																																																											
-		test1234	test1234	04/26/2016	ALT694224	C&S Arizona	N/A	01/25/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	02/03/2017	test Act 3:General	N/A	02/28/2017																																																											
<div><div><div></div><div></div><div></div><div></div><div></div></div><table><tr><th>Load Date</th><th>Admit Date</th><th>Facility Name</th><th>Event Type</th><th>Discharge Date</th><th>Next Activity</th><th>Script</th><th>Activity Due Date</th><th>Status</th></tr><tr><td></td><td>02/15/2017</td><td>01/20/2017</td><td>Valley Medical Center</td><td>A03: Discharge/End Visit</td><td>N/A</td><td>N/A</td><td>N/A</td><td>N/A</td><td></td></tr><tr><td></td><td>02/15/2017</td><td>01/20/2017</td><td>Valley Medical Center</td><td>A03: Discharge/End Visit</td><td>N/A</td><td>N/A</td><td>N/A</td><td>N/A</td><td></td></tr><tr><td></td><td>01/25/2017</td><td>01/20/2017</td><td>Valley Medical Center</td><td>A03: Discharge/End Visit</td><td>02/03/2017</td><td>N/A</td><td>N/A</td><td>N/A</td><td></td></tr><tr><td></td><td>02/20/2017</td><td>01/20/2017</td><td>Valley Medical Center</td><td>A03: Discharge/End Visit</td><td>02/03/2017</td><td>N/A</td><td>N/A</td><td>N/A</td><td></td></tr><tr><td></td><td>01/25/2017</td><td>01/20/2017</td><td>Valley Medical Center</td><td>A03: Discharge/End Visit</td><td>02/03/2017</td><td>N/A</td><td>N/A</td><td>N/A</td><td></td></tr></table><div>1 - 5 of 12 items</div></div>																Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status		02/15/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	N/A	N/A	N/A	N/A			02/15/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	N/A	N/A	N/A	N/A			01/25/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	02/03/2017	N/A	N/A	N/A			02/20/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	02/03/2017	N/A	N/A	N/A			01/25/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	02/03/2017	N/A	N/A	N/A	
Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status																																																																		
	02/15/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	N/A	N/A	N/A	N/A																																																																		
	02/15/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	N/A	N/A	N/A	N/A																																																																		
	01/25/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	02/03/2017	N/A	N/A	N/A																																																																		
	02/20/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	02/03/2017	N/A	N/A	N/A																																																																		
	01/25/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	02/03/2017	N/A	N/A	N/A																																																																		
+		test234	test	12/26/1988	ALT694472	UHG	N/A	01/20/2017	01/20/2017	Valley Medical Center	A03: Discharge/End Visit	N/A	test Act 3:General	N/A	03/02/2017																																																											

## 1.6 Synchronizing ADT Status with the same Admit Date and Time

If a member has the same Admit Date and Time for multiple ADT records, the status of the care transition program remains the same for all the records.

Admission/Discharges

ADT

Admission/Discharge: Load Date

From Date: 02/16/2017

To Date: 05/17/2017

Event Type: Select

Class: Select

Q

Q

In progress

Receive Care Transition Notifications: ☐

Export Excel

Admission/Discharges

	Last Name	First Name	DOB	Altruista ID	Client Name	Risk Score	Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status	
+		paul	John	01/31/1990	ALT6230...	CLIENT	N/A	04/12/2017	04/05/2017 00:00:00	Kadlec Regional Medical Center	A03 : Discharge/End Visit	04/15/2017	N/A	N/A	N/A	
-		paul	John	01/31/1990	ALT6230...	CLIENT	N/A	04/10/2017	04/05/2017 00:00:00	Kadlec Regional Medical Center	A03 : Discharge/End Visit	N/A	N/A	N/A	N/A	

	Load Date	Admit Date	Facility Name	Event Type	Discharge Date	Next Activity	Script	Activity Due Date	Status
	04/08/2017	04/05/2017 00:00:00	Kadlec Regional Medical Center	A03 : Discharge/End Visit	04/10/2017	N/A	N/A	N/A	
	04/10/2017	04/05/2017 00:00:00	Kadlec Regional Medical Center	A03 : Discharge/End Visit	04/10/2017	N/A	N/A	N/A	
	04/08/2017	04/05/2017 00:00:00	Valley Medical Center	A03 : Discharge/End Visit	N/A	N/A	N/A	N/A	
	04/24/2017	03/03/2017 00:00:00	Valley Medical Center	A03 : Discharge/End Visit	N/A	N/A	N/A	N/A	
	04/24/2017	02/27/2017 00:00:00	Kadlec Regional Medical Center	A03 : Discharge/End Visit	N/A	N/A	N/A	N/A	


If a member's record is updated for the first time from the Not Addressed status to the In Progress status, the following options appear in the pop-up window:

If the Member has at least one ADT record in In Progress status, when you select ‘**Engage Patient in Care Transition**’ for a new record/new set of ADT records, a validation message appears stating ‘*Care transition for this member is in progress. Please select one of the below options to proceed.*’ and displaying the following options:

Selecting the '**Forcefully complete the care transition for other admit and start new care transition**' option, will close the care transition for the ADT record (same date and time) which is in **In Progress** status and starts a new set of required activities for the current record.

When the ADT records are changed to a **Completed** status, the program enrollment will also end when the care transition is completed.

### 1.7 Exercise: Schedule an activity for a member who has been discharged from a hospital

- 1 Using the Event Type drop down list, select the **A03 Discharged** event type to filter by members who have been discharged from a hospital.
- 2 Using the cogwheel icon next to a member's last name, select **Required Activities**, then click on the **Program Enrollment** tab.
- 3 Click on the  icon to schedule the activity that is due next.
- 4 Enter information about the activity in the **Add Activity** window and select **Add and Close**.
- 5 View the activity in the **Next Activity** column in the ADT tab. Also click on the **My**



**Calendar**  tab on the left side to view the activity on your schedule.

## Appendix

### 1.8 Event Types

Event Type	Description
A01	An A01 event is intended to be used for “Admitted” patients only. An A01 event is sent as a result of a patient undergoing the admission process which assigns the patient to a bed.
A02	An A02 event is issued as a result of the patient changing his or her assigned location.
A03	An A03 event signals the end of a patient’s stay in a healthcare facility. It signals that the patient’s status has changed to “discharged” and that a discharge date has been recorded.
A04	An A04 event signals that the patient has arrived or checked in as a one-time, or recurring outpatient, visit and is not assigned to a bed. For example, this event type may be used to signal the beginning of a visit to an Emergency Room.
A05	An A05 event is sent as a result of a patient undergoing the pre-admission process.
A06	An A06 event indicates that a patient has changed from an outpatient status to an inpatient status.
A08	An A08 event indicates that patient information, such as demographics or contact information has been updated. No action is required from providers when this event populates.
A11	An 11 event indicates a cancelled admit or visit.
A13	An A13 event indicates a cancelled discharge/end visit.